Registration/Renewal - Guest Houses

Process

1 Online Application Refer - www.sltda.gov.lk

Press 'Register/Renewal' link and submit your application under 'Guest Houses'

Get your User Login and application will be confirmed by SLTDA Submit the documents as per list 1

2

Pay your admin fee of Rs. 10,000.00 by online (option 1 - Pay at Bank and submit the slip to online portal option 2 - pay by your credit card)

Admin Payment

Payment will be validated in cause of 2 days and inform to your email & SMS to your mobile

3

Inspection & Docuemnt

Once the payment is validated, Inspection will be conducted within one month period.

Once the documents are acknowledge, hard copies of document need to submit (need true copies certified by an Attorney at law or Justice of Peace to be couriered or hand delivered)

4

submision

If the insepction is successful and comply with Gazetted minimum requirement, Notify to pay the registration payment (as payment Structure given)

Registration & License

If the inspection is not recommended will notify the shortcoming to rectify

Payment can be made by as previously done to Bank or by Credit card

Once the payment is validated, documents will be verified and license will be ready

You will be informed to collect the license & registration certificate

Guest Houses - Registration

Required Documents:

S/N	Required Documents (10)
1	Business Registration
2	Form 1 or 48/20 (If the Business Reregistered as a limited liability company)
3	Trade License
4	Approved Building Plan
5	Certificate of Conformity (COC)
6	Environmental Protection License
7	Deed or Lease Agreement
8	Insurance Policy covering Public Liability
9	Certificate of Fire Protection
10	Board Resolution for Trade Name (If the Business Registered as limited liability Company)

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

Fees - Registration

Category	1 st payment Inspection Rs.	2 nd payment Registratio n Rs.	Total payment Rs.
A Grade – Rooms 1-10	10,000.00	18,000.00	28,000.00
A Grade - Rooms 11 & more	10,000.00	21,000.00	31,000.00
B Grade - Rooms 1-10	10,000.00	16,800.00	26,800.00
B Grade - Rooms 11 & more	10,000.00	18,000.00	28,000.00
C Grade - Rooms 1 - 10	10,000.00	15,600.00	25,600.00
C Grade - Rooms 11 & more	10,000.00	16,800.00	26,800.00

Guest Houses - Renewal

Required Documents:

S/N	Required Documents (4)
1	Trade License
2	Environmental Protection License
3	Insurance Policy covering Public Liability
4	Certificate of Fire Protection

Note: Submit the documents as 'True Copy' ascertained by Attorney at law or Justice of Peace

Renewal Fee:

Category	1 st payment Inspection Rs.	2 nd payment Registratio n Rs.	Total payment Rs.
A Grade – Rooms 1-10	10,000.00	6,000.00	16,000.00
A Grade - Rooms 11 & more	10,000.00	9,000.00	19,000.00
B Grade – Rooms 1-10	10,000.00	4,800.00	14,800.00
B Grade - Rooms 11 & more	10,000.00	6,000.00	16,000.00
C Grade - Rooms 1 - 10	10,000.00	3,600.00	13,600.00
C Grade - Rooms 11 & more	10,000.00	4,800.00	14,800.00

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off as follows;

- 1. Waived renewal fee for year 2021 those who have paid renewal fee for the year 2020
- 2. Waived renewal fee for the year 2020 those who have not renewed for the year 2020.
- 3. This is only valid for registered establishment or services who have renewed their license until at least the year 2019.
- 4. Establishment or services that have not renewed their license for over a year can avail of the relief measure by paying the previous years' fees.